Kentucky Board of Medical Licensure
Application Instructions and Requirement Checklist

1. Complete FCVS online application: http://www.fsmb.org/fcvs.html
2. Mail all necessary requirements to the FCVS
3. Once FCVS packet # is received via email (approximately a week from submission of the FCVS online application) begin KY Medical/Osteopathic License Application (CLAF): http://www.kbml.ky.gov/physician/forms.htm (Your FCVS packet number is necessary to create your login for the CLAF application.)
4. Print the State Instructions once logged into CLAF for future reference while completing the CLAF application.
5. Verify all information pre-populated from the FCVS application and fill in all applicable blanks.
6. Forms and State Addendums to be **printed** and completed (Follow the directions per each form):
   a. Release and Waiver of Rights
   b. Form 1 – License Verification form
   c. CLAF Payment Form
   d. Addendums 1 and 2 – Questionnaire
   e. Addendum 3 – Temporary Permit Request form (if desired)
   f. Addendum 4 – Affiliation List (must be submitted – if no affiliations give explanation on the form and submit)
   g. Addendum 4A – Affiliation Form (to be completed by each affiliation)
   h. Addendum 5 – Reference Forms
   i. HIV/AIDS Course Certificate of Completion – If you need additional time to take the course you may submit Addendum 6 – HIV/AIDS Affidavit of Reasonable Cause (will not be accepted without a valid explanation and is only good for six months)
   j. Addendum 7 – CME list (must be submitted – if no CME's give explanation on the form and submit)
   k. Addendum 8 – Criminal Background Check – If you cannot get fingerprint cards at your local law enforcement agency use the following link, scroll to # 2, click the link for the standard fingerprint form, and print. http://www.fbi.gov/hq/cjisd/fprequest.htm
7. Once all forms and addendums are printed, submit the CLAF application.
8. Complete NPDB/HIPDB self-query reports: http://www.npdb-hipdb.com
9. Complete the AMA Profile: https://profiles.ama-assn.org/amaprofiles/
   OR
   AOA Profile: www.doprofiles.org
10. Submit payment with form and applicable addendums to the Board for processing of an application. Please note that we do not download the applications for processing until we receive payment.